



OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

JOHN W. OXENDINE
COMMISSIONER OF INSURANCE
SAFETY FIRE COMMISSIONER
INDUSTRIAL LOAN COMMISSIONER
COMPTROLLER GENERAL

January 18, 2001

SEVENTH FLOOR, WEST TOWER
FLOYD BUILDING
2 MARTIN LUTHER KING, JR., DRIVE
ATLANTA, GEORGIA 30334
(404) 656-2056 TDD# (404) 656-4031
www.gainsurance.org

Mr. Peter W. Schinkel
Georgia Department of Archives and History
330 Capitol Avenue
Atlanta, GA 30334

RE: Retention Schedules

Dear Mr. Schinkel:

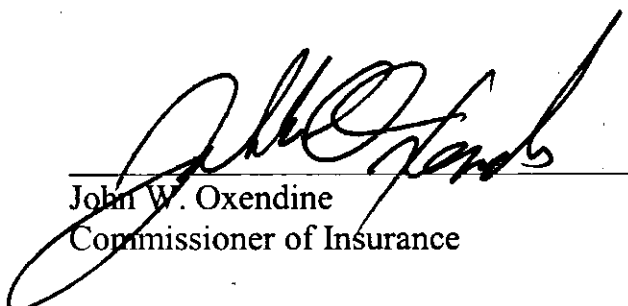
This is to request your assistance in enabling us to transfer certain records of the Georgia Department of Insurance to the State Archives.

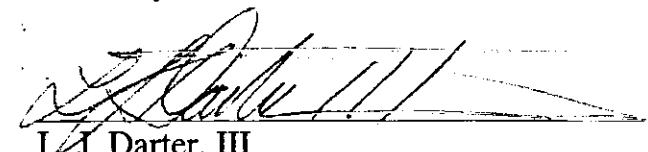
These records are covered by Retention Schedules 88-19, 88-20 and 88-21. Approximately 12 years ago, a decision was made to microfilm these records and transfer the microfilms to the State Archives to be held for 25 years, after which they would be destroyed.

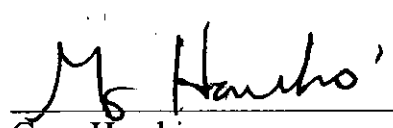
Due to quality and cost, this Department no longer microfilms these records. Now, it appears more feasible to transfer the actual documents (hard copies) to the Archives to be held for 25 years and then destroyed.

Would you please inform us as to what is needed to accomplish this. Thank you for your assistance.

Sincerely,


John W. Oxendine
Commissioner of Insurance


L. J. Darter, III
Administrative Procedure Attorney


Greg Hawkins
Director, Property and Casualty Division


Jeffery Smith
Records Management Analyst

cc: Jim Wilson